

December 17, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**MATRICULA CONSULAR IDENTIFICATION CARD PILOT PROJECT  
(ALL DISTRICTS AFFECTED) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve a Board policy: authorizing all County departments, in their normal course of operation and interaction with the public, to continue to accept the Matricula Consular Identification Card for identification purposes only; delegating to the Chief Administrative Officer the authority to approve acceptance of other foreign consulate identification cards as valid photo identification, based on established criteria; and instructing the Chief Administrative Officer to advise your Board of any such additional identification cards accepted.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On June 11, 2002, on motion by Supervisor Molina, your Board instituted a six-month pilot project authorizing all County departments, in their normal course of operations and interaction with the public, to accept the Matricula Consular Identification Card (MCIC) issued by the Consulate of Mexico as valid identification. Moreover, your Board instructed the Chief Administrative Officer (CAO) to 1) report back in six-months with findings on the progress of the pilot program, and 2) report back on similar policies for acceptance of identification cards issued by other consulates.

Consistent with your Board's request, the CAO administered two questionnaires to County departments, contacted over 80 foreign consulates, and conducted research on other government agencies that have recently adopted ordinances or policies accepting the MCIC or other foreign consulate cards as valid photo identification. Based on the positive responses from County departments to accepting the MCIC as a valid form of identification, the negligible costs associated with accepting the MCIC, and the interest of other foreign consulates to have their identification honored by County departments, we are recommending that a Board policy be approved with the following major components:

- The MCIC is permanently accepted as valid photo identification for County programs/services; and
- The CAO is delegated the authority to approve acceptance of other foreign consulate identification cards, based on standards that ensure that any foreign consulate identification card accepted requires the applicant to provide reliable identifying information to obtain the card, and that the card has features reasonably designed to protect against fraud and counterfeit reproduction.

### **Implementation of Strategic Plan Goals**

This action supports the following County Strategic Plan Goals and Strategies:

**Goal: Service Excellence** – Provide the public with easy access to quality information and services that are both beneficial and responsive.

**Strategy:** Develop standards for user-friendly service.

**Goal: Organizational Effectiveness** – Ensure that service delivery systems are efficient, effective, and goal-oriented.

**Strategy:** Improve internal operations.

### **FISCAL IMPACT**

Based on responses from departments, there appears to be no significant fiscal impact to accepting the MCIC as valid identification for County services/programs. The majority of departments responded there was either no impact or fiscal impact could not be determined because the MCIC had not been presented during the six-month pilot project.

## **FACTS AND PROVISIONS**

### **Implementation and Impact of Pilot Project**

The CAO evaluated the implementation and impact of the pilot project by administering two questionnaires. The first questionnaire was distributed to all departments at the beginning of the six-month pilot project to obtain information on: 1) programs/services where the MCIC could be utilized; 2) programs/services requiring proof of citizenship/legal residence where the Matricula could not be accepted; and 3) initial concerns and issues regarding the acceptance of the MCIC. Attachment I provides a matrix of all responses from departments. The following are highlights from the responses:

- Of the 39 County departments sent the initial questionnaire, 28 indicated they could utilize the MCIC as part of their normal operations. Examples of how the MCIC could be utilized ranged from verifying identification of a person to cash a personal check to opening a County library account.
- Six County departments indicated they have programs/services requiring proof of citizenship or legal residence where the MCIC alone would not suffice. These included the Departments of Children and Family Services, Community and Senior Services, Health Services, Probation, and Public Social Services, and the Community Development Commission. These programs/services include subsidized housing programs, full-scope Medi-Cal and Health Families programs, food stamps, and General Relief.
- Four County departments expressed initial concerns regarding the acceptance of the MCIC. Two departments had concerns regarding staffs' ability to recognize legitimate IDs, one department was concerned with the possibility of increased identity theft, and another department mentioned that Notary Publics would not accept the MCIC as a valid form of identification.

We encourage all County departments to review the responses of those departments providing feedback on the initial questionnaire to determine if there may be applicability to their operations.

The second questionnaire, which was distributed towards the end of the six-month pilot project, was sent to affected departments identified from the first questionnaire. This questionnaire focused on obtaining information on 1) advantages/disadvantages of accepting the MCIC, 2) fiscal savings/costs, and 3) overall operational impacts. Attachment II provides a matrix of all responses from affected departments. The following provides highlights of the responses:

- Of the impacted departments that responded to the follow-up questionnaire, most reported advantages to accepting the MCIC. The following are examples: the Department of Health Services responded that County hospitals identified the benefit of verifying birth dates and identification of patients, as well as verifying patient demographic information to add to their Health Information System; the Public Library identified the benefit of encouraging literacy by making it easier for families to obtain library cards; and the Department of Children and Family Services (DCFS) indicated the benefit of having another form of identification to assist staff in completing “Live Scan” searches (criminal clearances that are verified by the Department of Justice).
- According to the Sheriff’s Department, the main benefit of accepting the MCIC is that a patrol deputy can avoid arresting a person for a traffic infraction in order to obtain a suspect’s identity via fingerprinting. This would save time since the deputy could stay in the field instead of spending up to an hour for booking, as well as save in costs related to handling the person while in custody. However, the Sheriff’s Department mentions that “there is no way to truly determine whether or not the ID was obtained fraudulently since no database exists to confirm the identity of those who have been issued the MCIC.”
- The Child Support Services Department (CSSD) reported two disadvantages to accepting the MCIC: 1) California Law does not recognize the MCIC for acknowledgments, therefore, cannot be used for Notary Public purposes, and 2) concerns from staff that they are not trained in examining authenticity of MCIC.
- Most departments reported no fiscal impact to accepting the MCIC. The Public Library reported negligible costs in distributing staff instructions, providing staff training, and producing public relations materials about the program. DCFS reported fiscal savings accepting MCIC since more relative caregivers are being considered for kinship placement, which is less expensive than the cost of foster family agencies or group home care.
- Several departments have experienced positive impacts from the acceptance of the MCIC. According to CSSD’s Spanish-speaking staff, case participants with MCIC have expressed feeling more comfortable providing or obtaining information about their cases. Also, the Public Library’s staff has noticed the public has used the MCIC to

register for library cards with increased ease.

### **Other Consulates Identification Cards**

Consistent with your Board's instructions to report back on similar policies for acceptance of photo cards issued by other consulates, this office sent out a letter to over 80 foreign consulates in the greater Los Angeles area requesting information on identification cards they may issue similar to the MCIC. Of the consulates that responded, only three (Argentina, Guatemala, and Peru) currently issue identification cards. At their request, CAO staff met with the consulates of Argentina and Guatemala who wanted to discuss the County's pilot project and express their strong interest in having the County honor their consulate ID cards. Five other consulates (China, Ecuador, El Salvador, Honduras, and Korea) are either in the process or expressed interest in issuing consulate ID cards to their citizens in the near future.

### **Government Agencies Accepting Consulate Identification Cards**

A number of government agencies have recently adopted policies accepting the MCIC as valid identification. Such agencies include the Counties of Santa Cruz, Santa Clara, and Ventura. The City of Los Angeles has established the acceptance of the MCIC cards as a pilot project similar to the one established by your Board's and is scheduled to take permanent action in the near future.

The City and County of San Francisco and the City of Oakland have adopted ordinances accepting any foreign consulate's identification card as valid identification upon meeting certain requirements. Both agencies have delegated to their respective head administrators the responsibility of establishing requirements and ensuring that foreign consulate identification cards accurately identify the person and have reasonably designed security features to protect against fraud and counterfeit reproduction.

Additionally, law enforcement agencies from the City of San Jose and the Counties of Orange, Sacramento, San Diego, and Santa Cruz have adopted policies accepting the MCIC and/or foreign consulate ID cards as a valid form of identification for law enforcement activities

### **IMPACT ON CURRENT SERVICES**

Based on responses from County departments, there is no indication that existing programs are being augmented due to the acceptance of consulate identification cards. The key impact on current services from accepting consulate cards appears be in terms of encouraging and facilitating access to County information and services to persons that do not have any other form of identification.

Respectfully submitted,

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:LS  
MKZ:JR:nl

Attachments (3)

c: All Department Heads

## Attachment I

### MATRICULA INITIAL QUESTIONNAIRE RESULTS

Department	Programs/Services Where Matricula Consular Could Be Used	Programs/Services Requiring Proof of Citizenship/Legal Residence	Initial Issues
Affirmative Action Compliance	Community Business Enterprise and Living Wage Ordinance utilize ID cards for use in verification of individuals. Matricula could also serve as a valid ID in the normal course of operation and interaction with the public.	None	None
Agricultural Commisssioner/Weights and Measures	Identification required as part of field scale and meter inspections and structural pesticide applicator examinations. Also, identification of certified farmers market operators/owners and recycling operators.	none	none
Alternate Public Defender	Release of case materials to clients and family members.	none	none
Animal Care & Control	Owner of impounded animal requires ID to have animal returned. ID for acceptance of checks.	none	none
Assessor	ID may be required for map and printout purchases when paying by check.	none	none
Auditor-Controller	Administrative Services Division: Photo Identification for fingerprinting process; participation in a civil service examination, and review of examination documents. Tax Division requires photo ID to release info on property tax refunds.	Require proof of citizenship or legal residency in the New Hire process, in accordance with INS regulations. (This is required of all departments)	none

Beaches and Harbors	none	none	none
Board of Supervisors, Exec. Office	Matricula ID can be held by department when listening devices are lent out during Board Meetings.	none	none
Chief Administrative Office	none	none	none
Chief Information Office	none	none	none
Child Support Services	Interviews of non-custodial and custodial parents; identification of those claiming to have been wrongly identified.	none	Notary Public (state-administered program) does not accept Matricula as valid form of ID.
Children and Family Services	Could be used for Live Scan service program for identification purposes when transmitting fingerprint images to the Dept of Justice	Aid to Families with Dependent Children- Foster Care (AFDC-FC) programs requires proof of citizenship or legal residence.	
Community Development Commission	<b>Public Housing - Identification of members of "mixed families."</b> <b>"Mixed families" are those that include both eligible and non-eligible members.</b> <b>Housing Programs- All affordable housing programs require proof of identify.</b>	<b>Public Housing - In order to receive assistance, a family member must be a US citizen or eligible immigrant- "mixed families" may receive pro-rated assistance.</b> <b>Section 8 -Rental Assistance/Rental Subsidy Programs require proof of citizenship.</b> <b>All Other Housing Programs - Affordable housing programs do not require proof of citizenship.</b>	none
Community & Senior Services	Identification for taxi coupons and Dial-a-Ride; identification when requesting services at youth centers.	Workforce Investment Act youth program and CalWORKs Youth programs.	Increased opportunity for identity theft.
Consumer Affairs	Identification of consumers entitled to vendor refunds as a result of complaint resolution, identification of those receiving real estate documents.	none	none



Coroner	Identification of next-of-kin for release of personal property, identification of those assisting with identification of a decedent, identification when purchasing services via check.	none	Verification of a card's validity.
County Counsel	None	none	None
District Attorney	Will assist the Bureau of Investigation component to identify and verify people for a variety of reasons.	none	Training of individuals to recognize legitimate IDs. Procedure to verify if ID was issued to the person in question.
Fire	none	none	none
Health Services	Address verification for billing purposes, retrieval of patient valuables, payment by check or credit card, retrieval of personal property, request for and pick up of medical records, name changes/corrections in the hospital information system, prescription pickup for Schedule II drugs (specific drugs identified by the State Board of Pharmacy), prescription pickup by patient representatives, enrollment in drug programs for indigent patients, identification for admittance into elective surgery area.	Full scope Medi-Cal and Healthy Families programs require US citizenship or legal residence, some Pharmaceutical Patient Assistance Programs require US citizenship.	none
Human Relations Commission	none	none	none
Human Resources	none	none	none
Internal Services	none	none	none
Mental Health	Requests those seeking services to provide photo ID, but is not required for services to be provided	DMH does not directly provide services that require proof of citizenship or legal residence.	none
Military & Veterans Affairs	Personal check payment for rentals.	none	none
Museum of Art	none	none	none
Museum of Natural History	Check and credit purchases at museum stores, access to wheel chairs.	none	none

Ombudsman	none	none	none
Parks & Recreation	Participation in youth sports programs and senior activities, identification of volunteers.	none	none
Probation	Identification of visitors to probation camps and juvenile halls, parents and guardians picking up released minors, subjects of investigations and their family members, victims for restitution payments.	Services funded by Temporary Assistance for Needy Families (TANF), Federal reimbursement for foster care.	none
Public Defender	Identification of unpaid volunteer interns.	none	none
Public Library	Library card registration, payment of fees by check.	none	none
Public Social Services	Identification, but not eligibility confirmation, of applicants and participants for CalWORKs, Refugee Cash Assistance, General Relief, Cash Assistance Program for Immigrants, Medi-Cal and Food Stamps. Limited scope Medi-Cal is provided to undocumented immigrants.	CalWORKs, Refugee Cash Assistance, General Relief, Cash Assistance Program for Immigrants, In-Home Supportive Services, Food Stamps and full-scope Medi-Cal.	none
Public Works	ID could be used for verifying personal checks, establishing water service via fax, and receiving payments for services rendered.	None	None
Regional Planning	Identification of those who request filing of criminal complaints for zoning violations.	none	

Registrar-Recorder/County Clerk	Birth, death, and marriage license purchases; marriage ceremony; payroll warrant pick-up for employees that have been released; processing of new personnel; and identification for using a check for payment of fees.	None	None
Sheriff	Release of individual eligible for a "promise to appear citation," request property or evidence to be released, and for visiting inmates in custody at LACSD.	none	none
Superior Court	Identification for picking up checks for disbursement of funds held in trust by the court, and to ensure that the beneficiary, as name in the Court order, is the correct person to pick up the check.	none	None
Treasurer and Tax Collector	Business license applications, registration for real and personal property auctions, application for immigration clearances, clearance of recorded liens.	none	none

## Attachment II

### MATRICULA FOLLOW-UP QUESTIONNAIRE RESULTS

Department	Logistical/Procedural benefits/ disadvantages	Fiscal Savings/Costs	Impact on and/or reaction from public
Affirmative Action Compliance	Benefit of accepting MCIC would be to facilitate identification of contract employees against contractor's submitted payrolls; acceptance of MCIC doesn't impact the department monitoring procedures or logistics.	None	None
Agricultural Commissioner/Weights and Measures	Department has not found it necessary to request/accept the MCIC as photo ID.	N/A	N/A
Alternate Public Defender	MCIC has not been utilized.	Not able to determine fiscal impact.	None
Animal Care & Control	Since ID is required for accepting checks and surrendering animals, accepting the MCIC makes these processes much easier for employees to assist customers that only have the MCIC as valid ID.	More ease when accepting checks for animal adoption and license sales, as these opportunities may be lost in some cases if a check is not accepted.	There has been no negative feedback concerning the acceptance of the Matricula Consular identification. The program has been added to Department policy and procedures.
Assessor	No one has presented card; could be beneficial by verifying a customer's identity when purchasing services from public service counter.	None	None
Auditor-Controller	None	None	None
Board of Supervisors, Exec. Office	No programs where card could be used.	N/A	N/A

Child Support Services	<p>ADVANTAGES: 1- Another option for ID for those with no other acceptable form of ID; 2- CSSD case participants do not need to expend additional funds or resources to obtain another form of ID; 3- CSSD is able to assist case participation with the MCIC w/o delay. DISADVANTAGES: 1- CA law does not recognize MCIC for acknowledgements; therefore, MCIC cannot be used for Notary Public purposes; 2-Concern from staff that they are not trained in examining MCIC authenticity. If ID is fraudulent, could be impact on Mistaken Identity cases.</p>	No Fiscal impact has been experienced.	Spanish-speaking staff has stated that case participants w/ MCIC have expressed feeling more comfortable coming into CSSD and providing or obtaining info about their cases.
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<p>Children and Family Services</p>	<p>ADVANTAGES: 1- Able to utilize MCIC to assist w/ the completion of criminal clearances (Live Scan) searches. Allowed families to be considered for kinship care placement purposes or have visitation rights w/ dependent children (families which otherwise would have been excluded from process); 2- MCIC would assist department in processing requests to INS on behalf of dependent undocumented children. Many children are unable to prove citizenship, establish date of birth, place of birth, and nationality (criteria needed to file for lawful permanent resident). Assist in filing Special Immigrant Status (and obtain "green card") w/ INS; 3- Assist in processing referrals for drug testing services.</p> <p>Contract vendors allowed to accept MCIC as photo ID which has allowed undocumented parent(s) the ability to comply w/ court orders for enrollment in drug testing program, resulting in reduction in duration for reunification services to be completed.</p>	<p>Fiscal savings. With MCIC, more relative caregivers are being considered for kinship placements, which is less expensive than the costs of foster family agencies or group home care. Family members prefer kinship care placement for children that are unable to return to parents.</p>	<p>Acceptance of MCIC by DCFS has had positive impact in communities with high concentrations of Mexican and Central American immigrants. Many families have advocated for acceptance of MCIC to be permanent. DCFS and Consulate General of Mexico have been working together to ensure success of pilot project.</p>
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Community Development Commission	<p><b>Section 8: Public has not presented MCIC as a form of ID. Will have future benefit by allowing MCIC as another option for ID.</b></p> <p><b>Housing Development: Verify Identity for Housing Rehabilitation program.</b></p> <p><b>Public Housing: MCIC has been beneficial as it provides a means of ID for persons applying for public housing program. Prior to MCIC, the Housing Authority denied admission to the public housing program to otherwise eligible "mixed families" (where at least one household member is an eligible legal resident or citizen) due to lack of ID for the head of household and/or family. W/ MCIC, the Housing Authority can not only verify an applicant's legal identify, but may now also verify financial information (since now accepted by banking institutions).</b></p>	<p><b>Section 8: No real savings or cost is anticipated.</b></p> <p><b>Housing Development: None</b></p> <p><b>Public Housing: No fiscal impact.</b></p>	<p><b>Section 8: None</b></p> <p><b>Housing Development: None</b></p> <p><b>Public Housing: Acceptance of MCIC discourages people from obtaining forged identification (I.e., fake Social Security cards, CA IDs, etc.). Greater access to public housing for "mixed families."</b></p>
Community & Senior Services	MCIC has not been presented; therefore, unable to make an assessment at this time.	N/A	N/A
Consumer Affairs	MCIC provides an additional means of ID for consumers who are entitled to vendor refunds.	None	None

Coroner	<p>The advantage to the public of accepting the MCIC is that it allows the public one more ID that is acceptable. Acceptance of the next-of-kin's identify facilitates department's interactions w/ that next-of-kin allowing them to conduct the business necessary relating to their loved one.</p> <p>The advantage to the department is that the MCIC will soon be connected to an international database that the department could use in identifying decedents and notifying of next-of-kin.</p> <p>This database will include traceable numbers, photographs, and addresses of the person holding the ID, as well as emergency contact information.</p> <p>The only disadvantage might be that the ID card may be counterfeit, but that may be the case with other forms of ID accepted by the department.</p>	None identified	<p>A very limited number of MCIC have been presented.</p> <p>The few members of the public who have produced the MCIC have been grateful that they have been accepted as that acceptance has assisted the family in making arrangements for the decedents and in obtaining the decedent's personal effects.</p>
District Attorney	None	none	none
Health Services	<p>Hospitals that were surveyed expressed the advantage of using the MCIC for verifying birth dates and the ID of a patient, taking Medi-Cal and Ability To Pay applications, and verifying patient demographics for adding information to the Health Information System.</p>	<p>Did not notice any savings or cost since using MCIC for ID purposes.</p>	<p>Patients seem to be at ease when using the MCIC as a form of ID. No one reported any resistance or confusion from the patients.</p>
Military & Veterans Affairs	None	None	None
Mental Health	None	None	None



Museum of Natural History	No record of a person presenting a MCIC for ID purposes.	N/A	N/A
Parks & Recreation	Acceptance of MCIC has assisted members of the public to register for programs.	No fiscal savings or costs.	There has been little impact.
Probation	DID NOT RESPOND		
Public Defender	No record of a person presenting a MCIC for ID purposes.	N/A	N/A
Public Library	Advantages: 1- It encourages literacy by making it easier for families to get library cards for themselves. 2- It expands the number of ID forms customers may use in registering for a library card. 3- It reduces instances in which customers must present two forms of ID in registering for library card. 4- It expands the ID forms customers may use in paying library fees with checks.	Acceptance of MCIC has resulted in negligible costs in distributing staff instructions, providing staff training, and producing public relations materials about the program. Implementing acceptance of MCIC may result in additional minor fiscal savings by increasing fees paid by check. Too soon to determine statistically if there is a higher, lower, or similar rate of non-returned material incurred by person using the MCIC for a library card.	Based on observations from library staff, public has used MCIC to register for library cards w/ increased ease. Acceptance has resulted in additional media coverage of the County Library, especially in the Spanish language community. Media Coverage has expanded awareness for library services and increased library registration and usage.

Public Social Services	<p>Only US citizens and documented non-citizens are eligible for services. Acceptance of the Matricula Consular Card allows those participants who have no form of identification to eliminate the need of a third party to sign an affidavit attesting their identity.</p> <p>For the cash programs, benefit payments are made payable to the unaided parents for their eligible aided children. As some financial institutions accept the Matricula Consular card for opening bank accounts, these persons are able to enroll in the Department's Direct Deposit program.</p>	No impact.	<p>The eligibility process is simplified with the acceptance of the Matricula Consular ID card. The card also provides participants with the ability to open bank accounts.</p>
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Public Works	<p>No advantages or disadvantages accepting MCIC as ID by DPW provided it's understandable to a non-Spanish speaking employee and staff are trained to verify authenticity. The primary need for ID is for the acceptance of personal checks. There is also a need to identify persons involved in environmental enforcement cases as witnesses or responsible parties. In such cases, presentation of an MCIC might be an advantage provided the Consulate is willing to verify authenticity.</p> <p>It benefits the segment of public that do hold the MCIC but not the California ID or driver's license. Department currently requires photo IDs for accepting checks over the counter, and will be requiring them in the near future when DPW starts accepting credit cards. Must ensure that the MCIC is authentic.</p>	No impact.	Public counter and field personnel have not reported any situation where a Matricula Consular has been presented as identification.
Regional Planning	None	None	None

Registrar-Recorder/County Clerk	MCIC is beneficial by allowing it as an acceptable form of secondary ID for the INS I-9 clearance. INS I-9 form is an employment eligibility verification that is required by all employers for employees hired to work. MCIC would only be used as a secondary form of ID complementing a required CA issued ID.	None	Impact has been favorable, since without MCIC many couples would not be able to obtain marriage licenses in LA County
Sheriff	<p>Benefits - The main benefit of accepting this form of ID is that a patrol deputy can avoid arresting a person for a traffic infraction in order to obtain a suspect's identity via fingerprinting. This saves time because a deputy can remain in the field rather than spend the 30 to 60 minutes necessary for booking. Costs related to handling the person while in custody are eliminated, as well.</p> <p>Disadvantages - There is no way to truly determine whether or not the ID was obtained fraudulently since no data base exists to confirm the identity of those who have been issued the MCIC. Additionally, if it could be determined that a MCIC was obtained or processed fraudulently, there would be no legal procedure for enforcement since no law exists to address an incident in which a foreign state or national may or may not be a victim.</p>	See Benefits	<p>According to the survey conducted for this, very few patrol personnel have had contact with persons in possession of a MCIC. Those who have accepted the ID as valid, avoided placing the holders under arrest. As mentioned earlier, those deputies cited the benefit of not having to go through booking procedures and appreciated the ability to remain in the field to continue handling calls and other incidents.</p>
Treasurer and Tax Collector	No one has presented MCIC as ID.	N/A	N/A



# *Los Angeles County* **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>0.000</b>	<b>Identification Cards</b>	<b>00/00/00</b>

## **PURPOSE**

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Establishes a County policy to accept foreign consulate identifications cards as valid photo identification for County services/programs.

## **REFERENCE**

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June 11, 2002 Board Order, Synopsis 90.

## **POLICY**

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- 1) When members of the public are required to provide identification, all County departments are authorized to accept as valid identification a photo identification card issued by the Consulate of Mexico known as the Matricula Consular Identification Card.
- 2) The Chief Administrative Officer is delegated the authority to approve acceptance of other foreign consulate identification cards, if the card meets the following requirements:
  - a) The issuing country authorizes the use of the card as an alternative to a passport for re-entry into the issuing country;
  - b) The card has a photograph of the person, person's date of birth, and the person's current address;
  - c) The applicant was required to provide reliable identifying information in order to obtain the card; and
  - d) The card has features reasonably designed to protect against fraud and counterfeit reproduction.

- 3) The CAO shall (1) notify the Board and County Departments via memorandum of all applications of foreign consulate identification cards deemed as satisfying requirements of this Policy, and (2) compile and make readily available to County departments a list of the identification cards that meet the requirements established by this Policy.
- 4) The CAO may deny acceptance of a consulate card otherwise meeting requirements based on security considerations.
- 5) Any accepted foreign consulate identification card is to be used for identification purposes only and shall not be accepted as proof of legal residency.
- 6) The Policy to accept any foreign consulate cards does not apply under circumstances where (1) a Federal or State statute, administrative regulation or directive, or court decision requires that County departments request different identification, (2) a Federal or State statute or administrative regulation or directive pre-empts local regulation of identification requirements, or (3) the County would be unable to comply with a condition imposed by funding source, which would cause the County to lose funds from that source.
- 7) No County department is required to accept any foreign consulate identification card if it has reasonable grounds for determining that the identification card provided by an individual is counterfeit, altered, improperly issued to the cardholder, or otherwise not accurate identification.

#### **RESPONSIBLE DEPARTMENT**

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The Chief Administrative Office.

#### **DATE ISSUED/SUNSET DATE**

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**Issue Date:**

**Sunset Date:**

<mailto:countypolicy@bos.co.la.ca.us>